



**ADMINISTRATIVE FORM 3511  
STUDENT ACTIVITY FUNDS  
FUNDRAISER REQUEST AND PROFIT ANALYSIS**

School name \_\_\_\_\_

Activity account \_\_\_\_\_ Activity advisor \_\_\_\_\_

Description of fundraiser \_\_\_\_\_

Funds to be used for \_\_\_\_\_

Dates of fundraiser \_\_\_\_\_

	Unit price	# of units	Dollars
Projected sales (A)			
Cost of sales (B)			
Projected gross profit (A-B)			

Fundraiser requested by \_\_\_\_\_  
Activity advisor signature Date

Fundraiser approved by \_\_\_\_\_  
Principal signature Date

**This section to be completed by activity advisor at end of fundraiser**

Actual sales		
Actual cost of sales		
Cost of unsold items		
Disposition of unsold items		
Total cost of items		
Actual gross profit		
Projected gross profit from above		
Variance		
Explanation for variance		

Bookkeeper review \_\_\_\_\_

Principal review \_\_\_\_\_